# MCHAS 2.5a

# sar REPORTS

**Produced and Developed for NFESC
by MPGenius, LLC**

## Housing Quarters

### Custom Housing Report Listing

Address: 5032 ALABAMA AVENUE   Camp Lejeune  NC  285

Project:     BM (BERKELEY MANOR)

**Current occupant:**      BELLAMY, MELVIN R   ( SSGT  E6

### Referral Listings - Short Report

| Referral Address | Contact Information | Unit Type |
|---|---|---|
| 9087 621 OCEAN SPRAY DRIVE 9087 | MORTON & COMPANY | St |

**Inspection Schedule by Inspector**
Date:    15-JAN-2001
For:    THOMAS SMITH

| Inspector ID | Type | Appointment |
|---|---|---|
| SMITHTJ | PRE_FIN | PFC JOSE AB** |
| | | 3233 A |

UIC:  67001
**General Inventory Data**

Activity:  CAMP LEJEU

(1)  01-SEP-2000

(2) Have Adds

) Losses

01-OCT-2001

ig - Officers

g - Enlisted

ve Units

zions

Essential

**FAMILY HOUSING VOUCHER (111101)**

FAMILY HOUSING 11051 (4-79) (EF)

SN: 0109-LF-065-0100

EHV #13513

NAME OF MEMBER (Last, First, Middle Initial)
ABDALLAH, OSAMA M

UNIT OF ASSIGNMENT
H&S CO., 1ST BN, 8TH MAR

ADDITIONAL INFORMATION REQUIRED WHEN SPOUSE IS A MEMBER OF THE A

NAME OF SPOUSE (Last, First, Middle Initial)

UNIT OR STATION OF ASSIGNMENT

BRANCH OF SERVICE

TYPE OF QUARTERS   ADEQUATE   INADEQUATE (Give additional information below)

REASON FOR ACTION   ASSIGNMENT TO QUARTERS   POSSESSION OF QUARTERS

PRIVACY ACT STATEMENT
The privacy Act Statement for information on this
11000, Privacy Act Statement for Marine Corps

GRADE   LCPL  E3

STATION
CAMP LEJ

CHANGE IN GRADE

CHANGE IN RENTAL V

ADDITIONAL INFORMATION REQUIRED IF

RENTAL CHARGES

EAST

## USING THIS GUIDE

The reports list, or Index document, is in Alphabetical order, by report name. The report name appears in Bold blue uppercase letters, (**REPORT**). The Module name(s) the report is attached to are listed along with the Short Description that appears in the MCHAS interface and a Long Description that further describes the report or provides information about Input Prompts required.

To view the report sample, click where indicated next to the report name. To return to the index document, click on the arrow "Go to Previous View" on the Reader toolbar or **CLOSE** the report sample by clicking on the **CLOSE** button in the upper right corner of the document window.

The Index document for the MCHAS 2.5a SQR Reports may be printed from the Acrobat Reader by clicking on the **PRINT** icon on the toolbar, or choosing **PRINT** from the **FILE** menu. To close the document, click on the **CLOSE** button in the upper right corner of the document window or choose **CLOSE** from the **FILE** menu.

If you require further assistance with the functionality of the Acrobat© Reader, please refer to the online help for the product. If you require assistance with a MCHAS SQR report, please contact customer support.

Thank you,


MPGenius, LLC

# MCHAS 2.5a

## *SQR Reports Installed in MCHAS 2.5a*

## *About this Report Listing*

The following reports are installed in MCHAS 2.5a. You may view a sample of the report by clicking where indicated. Reports that return more than two pages are trimmed to 2 as a representative example of the report.

### AVAIL    < Click here for sample >

Module: HSEUNTUT

Short Description: Report of Available Base Houses

Long Description: List of Vacant houses, sorted by Project Area. Indicates the date the house was vacated and the current availability status; available, M&R etc.

### AVOUCHER   < Click here for sample >

Module: EDITOCCU

Short Description: Print an Assignment Voucher

Long Description: Prints an Assignment Voucher (letter). Output is based upon input from the User at runtime.

### BADBOYS   < Click here for sample >

Module: BADBOYS

Short Description: Report of Incidents

Long Description: Summary report of incidents. Includes date, name, and address.

### BALS_DUE  < Click here for sample >

Module: CHARGE

Short Description: Prints Monthly Schedule Bills with Prev. Balances

Long Description: Prints a statement for everyone that has a balance owing. Requires 1 input at runtime.

### BBDETAIL  < Click here for sample >

Module: BADBOYS

Short Description: Detail of Incidents Based on Query

Long Description: Detailed one page report for the record currently being viewed.

**BEDS_CTY  < Click here for sample >**

Module: REF_UNIT

Short Description: Summary of Bedrooms by City

Long Description: Summary Report indicating how many of each bedroom size are in the current referral listings by city.

**BILL    < Click here for sample >**

Module: CHARGE

Short Description: Charges for a Specific Charge Number Letter Format

Long Description: Bill for one charge in letter format based upon input of charge number at runtime.

**BILLSCHE  < Click here for sample >**

Module: CHARGE

Short Description: List of Customers with Monthly Charge Schedules

Long Description: List of all Cash Customers living in housing who are set up with a recurring monthly charge for rent, utilities, etc.

**CHARGENO  < Click here for sample >**

Module: CHARGE

Short Description: Prints a Bill for a Specific Charge Number

Long Description: Statement report with all entries for a single charge number. Requires Charge # input at runtime.

**CH_LIST  < Click here for sample >**

Module: CHARGE

Short Description: Charge List for an Individual

Long Description: Details for all charges for an individual. Based on current record.

**CITATION  < Click here for sample >**

Module: BADBOYS

Short Description: List is Citations Given by Date Range

Long Description: List of Citations issued within a period of time. Requires input of start and end dates for the reporting period at runtime.

**CONTOCC  < Click here for sample >**

Module: EDITOCCU

Short Description: Continued Occupants

Long Description: Listing of all personnel who have been classified as Continued Occupancy.

**COPL_OM  < Click here for sample >**

Module: REF_COPL

Short Description: Owner Manager List – Complexes

Long Description: Alphabetical listing of Complex Owners and Managers with contact information.

## COPL_STR   < Click here for sample >

Module: REF_COPL

Short Description: Complex Listings by Street

Long Description:  List of Complexes, including Owner/Manager, contact information, rent and deposit information.

## CPX_LIST  < Click here for sample >

Module: REF_COPL

Short Description: Referral_listing (short form) Based on Query

Long Description: Short but concise listing of Complex referrals based upon your on screen query. Optional Input of SSN that produces a "file copy" page with details of the query results in the listing and updates the referral customer information about the visit to housing.

## CQ_ACT   < Click here for sample >

Module: QRY_HSU

Short Description: Custom Query Housing Activity

Long Description: Activities for housing and days in each activity, based upon on-screen query. Input of an optional report heading at runtime.

## CQ_HDET   < Click here for sample >

Module: QRY_HSU

Short Description: Custom Query - Housing Detail Report

Long Description: Details per house, based upon the on-screen query. Input of an optional report heading at runtime.

## CQ_HSG   < Click here for sample >

Module: QRY_HSU

Short Description: Custom Query - Housing Report

Long Description: Short detail report, based upon the on-screen query. Input of an optional report heading at runtime.

## CQ_HSGO   < Click here for sample >

Module: QRY_HSU

Short Description: Custom Query - Housing Report

Long Description: Short detail report above, included occupant information, based upon the on-screen query. Input of an optional report heading at runtime.

## CUSTBILL  < Click here for sample >

Module: CHARGE

Short Description: Prints a History of Charges for a Customer

Long Description: Statement type report showing all activity for a single customer.

## DD1746   < Click here for sample >

Module: EDITOCCU

Short Description: DoD 1746 Tenant Application for Housing

Long Description: DOD form 1746, requires multiple inputs at runtime for data not tracked in MCHAS.

### DELINQ   < Click here for sample >

Module: RECEIPT

Short Description: List of Delinquent Accounts

Long Description: Delinquent charge list, requires 'As of' date input at runtime.

### DEPBYAGE   < Click here for sample >

Module: EDITOCCU

Short Description: List of Dependents by Age

Long Description: Summary breakdown of dependents in housing by sex and age.

### DEPBYNM   < Click here for sample >

Module: EDITOCCU

Short Description: Summary of Dependents by Name

Long Description: Alphabetical listing by family members in housing. Includes Sponsor name, birth date of family member, relationship, address and Project Area.

### DEPBYOCC   < Click here for sample >

Module: EDITOCCU

Short Description: List of Family Members by Sponsor Name

Long Description: Alphabetical listing by Sponsor in housing. Includes Sponsor name, birth date of family member, relationship, address and Project Area.

### DEP_AREA   < Click here for sample >

Module: EDITOCCU

Short Description: Summary of Family Members by Area

Long Description: Summary report, breakdown by Project Area, number of family members by relationship to Sponsor.

### FHV     < Click here for sample >

Module: EDITOCCU

Short Description: Family Housing Voucher

Long Description: Family Housing Voucher, requires multiple inputs at runtime for remarks, Housing Official name and others. If Sponsor has Military Spouse, two vouchers will be produced.

### FRM1747   < Click here for sample >

Module: EDITOCCU

Short Description: Status of Housing (FRM1747)

Long Description: Dod form 4165.44, Status of Housing Availability. Multiple inputs at runtime for data not tracked in MCHAS.

### GRANTS   < Click here for sample >

Module: SYSADMIN

Short Description: List of User Table Grants

Long Description: Administrative report showing all grants to each user of MCHAS.

## GRAPH1   < Click here for sample >

Module: EDITOCCU

Short Description: Chart - Occupancy by Pay Grade/Area

Long Description: Bar chart showing Occupancy by Pay Grade and area. Area input is provided at runtime. If the input is blank, all areas are used.

## GRAPH2   < Click here for sample >

Module: EDITOCCU

Short Description: Chart – Occupancy by Branch of Service

Long Description: Bar chart showing Occupancy by Branch of Service and area. Area input is provided at runtime. If the input is blank, all areas are used.

## GUNCOUNT   < Click here for sample >

Module: WEAPONS

Short Description: Count of Firearms on Base

Long Description: Summary count, by firearm type, in housing.

## GUNSPON   < Click here for sample >

Module: WEAPONS

Short Description: Firearms for an Individual Sponsor

Long Description: For each owner, indicates address and full information about each weapon owned.

## HCX      < Click here for sample >

Module: REF_COPL

Short Description: Referral Complex Listing

Long Description: Long format description of referral complex listing based upon on-screen query. Optional Input of SSN that produces a "file copy" page with details of the query results in the listing and updates the referral customer information about the visit to housing.

## HOUSE_UG   < Click here for sample >

Module: WAITLIST

Short Description: List of Housing Designators (housing_unit_grade)

Long Description: List by House ID including the designator that determines who is eligible for the house.

## HX      < Click here for sample >

Module: REF_UNIT

Short Description: Referral Listing Based upon Query

Long Description: Short format description of referral listings based upon on-screen query. Optional Input of SSN that produces a "file copy" page with details of the query results in the listing and updates the referral customer information about the visit to housing.

**INACT    < Click here for sample >**

Module: REF_UNIT

Short Description: Listing of Referral Units that will be Inactive

Long Description: Listing by the date shown on the Referral Unit record that a listing will become inactive. Requires a date range input at runtime.

**INACT_RU   < Click here for sample >**

Module: REF_UNIT

Short Description: Currently Inactive Referral Units

Long Description: Listing by Inactive date for all referral units where the inactive date is past.

**INSP_1AR   < Click here for sample >**

Module: INSPECT

Short Description: Inspection by a single Project Area

Long Description: Inspections for a specific date and specific Project area. Requires input of date and Project area code at runtime.

**INSP_AR   < Click here for sample >**

Module: INSPECT

Short Description: Inspections by all Project Area/1Day

Long Description: Inspections for a specific date, all Project areas. Input for date requested at runtime, if you are viewing the inspections for the day of choice for the report, you may bypass this input by clicking 'OK', otherwise, enter the date for the schedule.

**INSP_DT   < Click here for sample >**

Module: INSPECT

Short Description: Inspections by Date (input)

Long Description: All inspections for a specific date. Input for date requested at runtime, if you are viewing the inspections for the day of choice for the report, you may bypass this input by clicking 'OK', otherwise, enter the date for the schedule.

**INSP_INS   < Click here for sample >**

Module: INSPECT

Short Description: Inspections by a Single Inspector/Date

Long Description: Inspections for a single inspector, for a specific date. Input for date and Inspector ID requested at runtime.

**INSP_LTR   < Click here for sample >**

Module: INSPECT

Short Description: Confirmation of Appointment Letter

Long Description: Letter for the customer, confirming the date and time of the appointment. Input requested for the Inspector's phone number (default is housing office phone) and the SSN for the customer (required) to receive the letter.

### INSP_SCH   < Click here for sample >

Module: INSPECT

Short Description: Inspection Schedule

Long Description: Another inspection schedule in a matrix or spreadsheet-like format. Requests Input of date for the schedule and #days at runtime. You may bypass these inputs by clicking 'OK' and the report will default to the day selected in the MCHAS view when the report was launched and 1 day.

### INTENVAC   < Click here for sample >

Module: EDITOCCU

Short Description: Intent to Vacate (MCBCP-1101/3)

Long Description:  Form MCBCP-1102/3, Notice of Intent to Vacate Government Quarters. Multiple inputs at runtime for data not tracked in MCHAS.

### INT_VAC   < Click here for sample >

Module: HSEUNTUT

Short Description: Intent to Vacate Report

Long Description: Listing by Project area of current residents who have given their intent to vacate government quarters.

### INV_ADD   < Click here for sample >

Module: UTILIZAT

Short Description: Add Reasons

Long Description: Utilization Reporting...shows numbers of units added to inventory by reason during a period of time set in a users Profile.

### INV_GEN   < Click here for sample >

Module: UTILIZAT

Short Description: General Inventory Data

Long Description: Utilization Reporting...shows a starting inventory number for housing units in all categories (Adequate, Substandard, 801, Domestic leased, Foreign leased, PPV and Mobile Home Park). Added and Lost units for each category are added and subtracted giving the inventory total as of the date set in the users Profile. Housing units are separated by designation and inactive and temporary diversions are accounted for. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

### INV_INAC   < Click here for sample >

Module: UTILIZAT

Short Description: Inactive Reasons

Long Description: Utilization Reporting...shows numbers of units placed inactive from inventory by reason during a period of time set in a users Profile.

### INV_LOSS   < Click here for sample >

Module: UTILIZAT

Short Description: Loss Reasons

Long Description: Utilization Reporting...shows numbers of units lost from inventory by reason during a period of time set in a users Profile.

**INV_NBHD** **< Click here for sample >**

Module: UTILIZAT

Short Description: Inventory and Square Footage by Neighborhood

Long Description: Utilization Reporting...shows number of units per neighborhood along with net and gross square footage.

**MAC_CRDT** **< Click here for sample >**

Module: REF_COPL

Short Description: MAC Creditor Code Report

Long Description: Listing showing Complexes participating in the Set Aside program along with the MAC Creditor (Complex Code) for those properties. Divided into referral listings and complex listings.

**MAILBULK** **< Click here for sample >**

Module: LABELS

Short Description: Bulk Mailing Labels

Long Description: Postal Service "Bulk Mail" labels. Addressed to RESIDENT to take advantage of special rates. Print all housing areas or by specific Project Area input at runtime.

**MAILNAME** **< Click here for sample >**

Module: LABELS

Short Description: Mailing Labels with Sponsor name

Long Description: Mailing labels addressed to the Sponsor. Print all housing areas or by specific Project Area input at runtime.

**MCHASDIC** **< Click here for sample >**

Module: SYSADMIN

Short Description: MCHAS Data Dictionary

Long Description: Database dictionary of MCHAS tables.

**MOP** **< Click here for sample >**

Module: RECEIPT

Short Description: Receipts by Method of Payment

Long Description: Receipts for a specified period, input range at runtime, separated by the method of payment from the Sponsor.

**MTHASSN** **< Click here for sample >**

Module: HSEUNTUT

Short Description: Assignments by Month, Requires Date Input by User

Long Description: List of Sponsors assigned to housing during a specified period of time. Start and End date for the assignments requested at runtime.

**MULTBILL** **< Click here for sample >**

Module: CHARGE

Short Description: Prints Monthly Schedule Bills for Specific Dates

Long Description: Prints a monthly statement for all customers with recurring monthly charges. Input requested for a start date and end date for the report at runtime.

**NOTICE_V   < Click here for sample >**

Module: EDITOCCU

Short Description: Notice of Intent to Vacate

Long Description: Notice of Intent to Vacate in letter format. User inputs reason for vacating quarters along with other inputs at runtime.

**OCCBEDS   < Click here for sample >**

Module: EDITOCCU

Short Description: Occupancy of Housing by BR Number and Area

Long Description: Occupancy in housing by Pay grade and number of bedrooms.

**OCCMARRI   < Click here for sample >**

Module: EDITOCCU

Short Description: Sponsors by Marriage Date

Long Description: Listing of Sponsors by SSN, including date of marriage, pay grade, rank, branch of service and control date.

**OCCNPHON   < Click here for sample >**

Module: EDITOCCU

Short Description: Occupancy by Last Name No Home Phone

Long Description: Alphabetical listing of occupants, includes rank, pay grade, address, number of bedrooms, assign date and command.

**OCCSTRNO   < Click here for sample >**

Module: EDITOCCU

Short Description:  Occupancy by Street Number No Home Phone

Long Description: Listing by housing street number, includes Sponsor, rank, pay grade, branch of service, assign date, branch of service and work phone number.

**OCCUINFO   < Click here for sample >**

Module: EDITOCCU

Short Description: Housed Sponsor Information

Long Description: Similar to OCCNPHON except Sponsor phone number is included and additional information on #bedrooms and family members.

**OCCUMIL   < Click here for sample >**

Module: EDITOCCU

Short Description: Sponsor and Military Spouse by Name and Input

Long Description: Listing of all Sponsors with Military Spouse. Includes service information and phone numbers.

**OCCUPETS   < Click here for sample >**

Module: EDITOCCU

Short Description: List of On-Base Pets

Long Description: By Project area, lists type of pet, information about the pet, address, owner name and phone.

### OCC_801O   < Click here for sample >

Module: UTILIZAT

Short Description: Leased-801-Occupied

Long Description: Utilization Reporting...shows occupancy by pay grade and number of bedrooms in housing classified as Leased 801 for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

### OCC_801V   < Click here for sample >

Module: UTILIZAT

Short Description: Leased-801-Vacant

Long Description: Utilization Reporting...shows vacancy by pay grade and number of bedrooms in housing classified as Leased 801 for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant)

### OCC_AFNO   < Click here for sample >

Module: UTILIZAT

Short Description: Exclusive Assignment from Navy-Occupied

Long Description: Utilization Reporting...shows occupancy by pay grade and number of bedrooms in housing classified as Exclusive Assignment from Navy for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

### OCC_AFNV   < Click here for sample >

Module: UTILIZAT

Short Description: Exclusive Assignment from Navy-Vacant

Long Description: Utilization Reporting...shows vacancy by pay grade and number of bedrooms in housing classified as Exclusive Assignment from Navy for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant).

### OCC_ATNO   < Click here for sample >

Module: UTILIZAT

Short Description: Exclusive Assignment to Navy-Occupied

Long Description: Utilization Reporting...shows occupancy by pay grade and number of bedrooms in housing classified as Exclusive Assignment to Navy for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

### OCC_ATNV   < Click here for sample >

Module: UTILIZAT

Short Description: Exclusive Assignment to Navy-Vacant

Long Description: Utilization Reporting...shows vacancy by pay grade and number of bedrooms in housing classified as Exclusive Assignment to Navy for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant).

**OCC_BOS    < Click here for sample >**

Module: UTILIZAT

Short Description: Occupancy by Service

Long Description: Utilization Reporting…shows occupancy by pay grade and number of bedrooms in housing by Branch of Service for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

**OCC_DOMO    < Click here for sample >**

Module: UTILIZAT

Short Description: Leased-Domestic-Occupied

Long Description: Utilization Reporting…shows occupancy by pay grade and number of bedrooms in housing classified as Leased Domestic for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

**OCC_DOMV    < Click here for sample >**

Module: UTILIZAT

Short Description: Leased-Domestic-Vacant

Long Description: Utilization Reporting…shows vacancy by pay grade and number of bedrooms in housing classified as Leased Domestic for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant).

**OCC_FORO    < Click here for sample >**

Module: UTILIZAT

Short Description: Leased-Foreign-Occupied

Long Description: Utilization Reporting…shows occupancy by pay grade and number of bedrooms in housing classified as Leased Foreign for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant).

**OCC_FORV  < Click here for sample >**

Module: UTILIZAT

Short Description: Leased-Foreign-Vacant

Long Description: Utilization Reporting…shows vacancy by pay grade and number of bedrooms in housing classified as Leased Foreign for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant).

**OCC_OAI    < Click here for sample >**

Module: UTILIZAT

Short Description: Short Description: Owned-Adequate-Inactive

Long Description: Utilization Reporting…shows inactive by pay grade and number of bedrooms in housing classified as Government Owned Adequate/Inactive for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Inactive utilizes the pay grade of the last occupant).

**OCC_OAO    < Click here for sample >**

Module: UTILIZAT

Short Description: Owned-Adequate-Occupied

Long Description: Utilization Reporting…shows occupancy by pay grade and number of bedrooms in housing classified as Government Owned Adequate/Occupied for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

**OCC_OAV    < Click here for sample >**

Module: UTILIZAT

Short Description: Owned-Adequate-Vacant

Long Description: Utilization Reporting…shows vacancy by pay grade and number of bedrooms in housing classified as Government Owned Adequate/Vacant for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant).

**OCC_OSI    < Click here for sample >**

Module: UTILIZAT

Short Description: Owned-Substandard-Inactive

Long Description: Utilization Reporting…shows inactive by pay grade and number of bedrooms in housing classified as Government Owned Substandard/Inactive for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Inactive utilizes the pay grade of the last occupant).

**OCC_OSO    < Click here for sample >**

Module: UTILIZAT

Short Description: Owned-Substandard-Occupied

Long Description: Utilization Reporting…shows occupancy by pay grade and number of bedrooms in housing classified as Government Owned Substandard/Occupied for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

**OCC_OSV    < Click here for sample >**

Module: UTILIZAT

Short Description: Owned-Substandard-Vacant

Long Description: Utilization Reporting…shows vacancy by pay grade and number of bedrooms in housing classified as Government Owned Substandard/Vacant for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant).

**OCC_PPVB   < Click here for sample >**

Module: UTILIZAT

Short Description: PPV Bachelors

Long Description: Utilization Reporting…shows occupancy by bachelors by pay grade and number of bedrooms in housing classified as PPV for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

**OCC_PPVC   < Click here for sample >**

Module: UTILIZAT

Short Description: PPV Civilians

Long Description: Utilization Reporting…shows occupancy by civilians by pay grade and number of bedrooms in housing classified as PPV for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: pay grade is the military equivalent to civilian pay).

**OCC_PPVD    < Click here for sample >**

Module: UTILIZAT

Short Description: PPV DoD Civilians

Long Description: Utilization Reporting…shows occupancy by DoD civilians by pay grade and number of bedrooms in housing classified as PPV for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: pay grade is the military equivalent to DoD civilian pay).

**OCC_PPVF   < Click here for sample >**

Module: UTILIZAT

Short Description: PPV Military Families

Long Description: Utilization Reporting…shows occupancy by military families by pay grade and number of bedrooms in housing classified as PPV for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

**OCC_PPVV   < Click here for sample >**

Module: UTILIZAT

Short Description: PPV Vacant

Long Description: Utilization Reporting…shows vacancy by pay grade and number of bedrooms in housing classified as PPV for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss. (NOTE: Vacancy utilizes the pay grade of the last occupant).

### OCC_SERV   < Click here for sample >

Module: EDITOCCU

Short Description: Occupancy of Housing by Branch of Service

Long Description: Occupancy in housing by Branch of Service, categorized by Officer and Enlisted designations.

### OCC_UNAC   < Click here for sample >

Module: UTILIZAT

Short Description: Unaccompanied Families and Civilians

Long Description: Utilization Reporting…shows occupancy of unaccompanied families by pay grade and number of bedrooms for a period of time set in a users Profile. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

### OFFWAITL   < Click here for sample >

Module: EDITOCCU

Short Description: Requests to Be Removed from Waitlists

Long Description: List by SSN of housing applicants who have requested that they be removed from one or more Wait Lists.

### OFRACEPT   < Click here for sample >

Module: EDITOCCU

Short Description: List of Offers and Acceptances to Housing

Long Description: List of outstanding offers and acceptances to housing quarters.

### PRD_EAS    < Click here for sample >

Module: EDITOCCU

Short Description: Projected Rotation/EAS by Date

Long Description: List of Sponsors in housing quarters with an approaching PRD/EAS date.

### PROJCMD    < Click here for sample >

Module: EDITOCCU

Short Description: Occupancy by Project and Command

Long Description: Breakdown of occupancy in housing by Project Code and Command within the Project.

### Q2Q      < Click here for sample >

Module: EDITOCCU

Short Description: Quarters to Quarters Moves (by Date and Area)

Long Description: By date range entered at runtime, list of all move within housing designated as Quarters to Quarters.

### RCPT_ALL   < Click here for sample >

Module: CHARGE & RECEPIT

Short Description: All Receipts by Date

Long Description: List of all receipts of payment for a specified date or date range entered at runtime. Broken down by the type of charge, rent, utilities, damages, etc.

**RCPT_APP   < Click here for sample >**

Module: RECEIPT

Short Description: Approved Receipts by Date (Input)

Long Description: List of all APPROVED receipts of payment for a specified date or date range entered at runtime. Broken down by the type of charge, rent, utilities, damages, etc.

**RECEIPT   < Click here for sample >**

Module: RECEIPT

Short Description: Print an Individual Receipt

Long Description: A printed receipt for payment to be delivered to the customer when payment is made.

**RECEIPTS   < Click here for sample >**

Module: CHARGE & RECEIPT

Short Description: Print an Individual Payments

Long Description: Prints a list of all payments and receipts issued for an individual, based upon the record queried.

**REFUSEDH   < Click here for sample >**

Module: EDITOCCU

Short Description: List of Refusals of Base Housing

Long Description: Alphabetical listing of all personnel who have refused an offered house.

**REF_BEDS   < Click here for sample >**

Module: REF_UNIT

Short Description: Summary of Referral Listings by Bedroom Count

Long Description: Summary by type of referral unit and number of bedrooms available through referral.

**REF_CUST   < Click here for sample >**

Module: EDITOCCU

Short Description: Referral Only Customers

Long Description:  Number of Referral Customers designated by pay grade that utilize referral services through housing.

**REF_DUPS   < Click here for sample >**

Module: REF_UNIT

Short Description: Referral Units with Duplicate Addresses

Long Description: An integrity report that list all referral units that appear to be duplicates.

**REF_INQ   < Click here for sample >**

Module: EDITOCCU

Short Description: Referral Inquiries

Long Description: Number of referral inquiries during a specified period of time. Input date range for report at runtime.

**REF_LIST   < Click here for sample >**

Module: REF_UNIT

Short Description: Referral Listing

Long Description: Short but concise listing of referrals based upon your on screen query. Optional Input of SSN that produces a "file copy" page with details of the query results in the listing and updates the referral customer information about the visit to housing.

**REF_OM   < Click here for sample >**

Module: REF_UNIT

Short Description: Owner Manager Report – Referrals

Long Description: Alphabetical list of owners/managers of referral properties.

**REF_OWN    < Click here for sample>**

Module: REF_UNIT

Short Description:  Referrals by Owner

Long Description:   Off Base referral Owner report, showing all units owned by that owner.

**REF_STR   < Click here for sample >**

Module:  REF_UNIT

Short Description:  Referrals by Street

Long Description: List by street name, all referrals offered.

**SAMPLE   < Click here for sample >**

Module: EDITOCCU

Short Description: Sample Report for Mchas Implementers

Long Description: This is a sample report, input statements allow the user to see where the information they input would appear within a report.

**SAP_CITY   < Click here for sample >**

Module: REF_COPL & SETASIDE

Short Description: Cities that Contain Set Aside Participants

Long Description: Summary report indicating which cities in your referral area offer Set Aside housing for the military and how many listings are in each city.

**SAP_DA    < Click here for sample >**

Module: REF_COPL & SETASIDE

Short Description: Set Aside Participants by their Allotment

Long Description: For each allotment amount, shows the number of participants living in Set Aside properties.

**SAP_EAS    < Click here for sample >**

Module: REF_COPL & SETASIDE

Short Description: Set Aside Participants by their EAS Status

Long Description: Listing by EAS date of participants in Set Aside Program.

**SAP_END**   **< Click here for sample >**

Module: REF_COPL & SETASIDE

Short Description: Expiration of Set Aside Participation

Long Description: Lists the dates that the Set Aside participating complexes lease for participation will expire.

**SAP_EXP**   **< Click here for sample >**

Module: REF_COPL & SETASIDE

Short Description: Expirations for Set Aside Participants

Long Description: Lists the dates that the individual participants rental lease expires.

**SAP_NOB**   **< Click here for sample >**

Module: REF_COPL & SETASIDE

Short Description: Set Aside Participation by Bedroom Size

Long Description: Based upon Set Aside participation, indicated the bedroom sizes available and the number of each bedroom size currently occupied.

**SAP_PART**   **< Click here for sample >**

Module: REF_COPL & SETASIDE

Short Description: Set Aside Participants by Complex

Long Description: List of Set Aside participating complexes and the number of personnel currently living in each complex.

**SAP_RANK**   **< Click here for sample >**

Module: REF_COPL & SETASIDE

Short Description: Set Aside Participants by Rank

Long Description: Summary of number of participants in the Set Aside program by pay grade.

**SCHEDULE**   **< Click here for sample >**

Module: CHARGE

Short Description: Customers on a Monthly Billing Schedule

Long Description: Listing of Cash Customers who pay recurring monthly charges for rent, utilities, etc. This report shows the type of charge and the monthly amount of each charge.

**SERV_DEP**   **< Click here for sample >**

Module: EDITOCCU

Short Description: Occupancy by Service Branch

Long Description: Occupancy in housing by Branch of Service, categorized by Officer and Enlisted designations and including number of dependents.

**SINGLEP**   **< Click here for sample >**

Module: EDITOCCU

Short Description: Listing of Single Parents

Long Description: List of single parents living in housing. Includes number of dependents.

**SQR_REPS** **< Click here for sample >**

Module: SYSADMIN

Short Description: SQR Reports Installed

Long Description: List of SQR reports installed in MCHAS and available through the interface. Reports are separated by Module.

**STATMNT** **< Click here for sample >**

Module: CHARGE

Short Description: Print an Individual Account Balance

Long Description: Prints a statement for an individual based upon current record.

**SUMFUNDS** **< Click here for sample >**

Module: RECEIPT

Short Description: Summary of Funds

Long Description: Financial report indicating charges and receipts for a specified period of time for each charge type. Includes carry over charges from the period prior.

**TEMPLODG** **< Click here for sample >**

Module: EDITOCCU & TLA

Short Description: Print a Temporary Lodging Allowance

Long Description: Temporary Lodging Allowance in letter format. Output based upon inputs at runtime.

**TEN_APPL** **< Click here for sample >**

Module: EDITOCCU

Short Description: Print an Individual Application

Long Description: Prints an application for the current record.

**TRANSAPP** **< Click here for sample >**

Module: RECEIPT

Short Description: Approved Transmittal by Date/Housing Office(Input)

Long Description: Transmittal of receipts after approval by financial. Requires input at runtime.

**TRANSMIT** **< Click here for sample >**

Module: RECEIPT

Short Description: Transmittals by Receipt Enter Date

Long Description: Transmittal by housing office for daily receipts.

**TVOUCHER** **< Click here for sample >**

Module: EDITOCCU

Short Description: Print a Termination Voucher

Long Description: Termination Voucher, numbered list format. Requires input at runtime.

**UNACCOMP   < Click here for sample >**

Module: EDITOCCU & UNACCOMP

Short Description: Unaccompanied Family

Long Description: List of unaccompanied families in housing by Sponsor SSN. Requests start and end date for the report at runtime.

**UTIL_GEN   < Click here for sample >**

Module: UTILIZAT

Short Description: General Utilization Data

Long Description: Utilization Reporting…general inventory date for neighborhoods and the period of time set in a users Profile. Information includes gross available days, occupied and vacant days, gross utilization percentage, vacant inactive days, net utilization, diversions and move in and move outs. Input at runtime allows for the printing of the User Profile information on the face of the report. Click OK to dismiss.

**UTIL_WL   < Click here for sample >**

Module: UTILIZAT

Short Description: Waitlist Data for Adequate Units

Long Description: Utilization Reporting…number of persons, by pay grade on each wait list by number of bedrooms.

**U_COUNTS   < Click here for sample >**

Module: UTILIZAT

Short Description: Database Counts

Long Description: Various counts performed on the database to be used by management to detect data errors.

**U_INTEG   < Click here for sample >**

Module: UTILIZAT

Short Description: Utilization Integrity Report

Long Description: When run from individual utilization screens, provides information in the database that may cause errors to the counts. It is recommended that this report be run often as a check to maintain data integrity.

**VACBYAC   < Click here for sample >**

Module: HSEUNTUT

Short Description: Vacant Units by Activity Code

Long Description: List, with totals, of houses that are vacant by each vacant category (LOSS, AVAILABLE, PAY-N-GO, M&R, MAJOR REHAB, ETC).

**VACBYPJ   < Click here for sample >**

Module: HSEUNTUT

Short Description: Vacant Units by Project Code

Long Description: List, with totals, of houses that are vacant by Project Code. Includes reason for vacancy (LOSS, AVAILABLE, PAY-N-GO, M&R, MAJOR REHAB, ETC).

**VAL_LSTS  < Click here for sample >**

Module: SYSADMIN

Short Description: Value Lists used in MCHAS

Long Description: List of all Value Lists, by list name, that MCHAS uses throughout the interface for user selections. Certain lists may be modified for each base, refer to the MCHAS documentation for more information.

**WAIT_ABC   < Click here for sample >**

Module: WAITLIST

Short Description: Alphabetical Listing of a Waitlist

Long Description: Alphabetical list of all individuals on a Wait List.

**WAIT_CD    < Click here for sample >**

Module: WAITLIST

Short Description: List of Waitlist Codes/Names

Long Description: Report shows all Wait List codes and their descriptions, or Wait List names.

**WAIT_DES   < Click here for sample >**

Module: WAITLIST

Short Description: List of Waitlist Descriptions

Long Description: Report shows the Wait List Code and the number of bedrooms, housing designators, pay grade and Project area associated with each wait list.

**WAIT_POS   < Click here for sample >**

Module: WAITLIST

Short Description: Show One Waitlist

Long Description: Print a single Wait List, based upon list currently being viewed. Includes remarks.

**WCOUNTER   < Click here for sample >**

Module: WAITLIST

Short Description: Counter Copy of Wait List

Long Description: Counter copy of the Wait List.

**WL_AVG    < Click here for sample >**

Module: WAITLIST

Short Description: Summary Report, Days on Wait List

Long Description: This summary report indicates the minimum, average and maximum number of days someone was on a Wait List. It also indicates the number of records these figures are based on. Over time, this report can be very handy for identifying the amount of time someone is likely to be on a particular Wait List.

**WTOTALS    < Click here for sample >**

Module: WAITLIST

Short Description: Summary Report, All Wait Lists

Long Description: This summary reports shows the total number of people on each Wait List and whether they are active, inactive or in the freeze zone.

**W_SETACT   < Click here for sample >**

Module:  WAITLIST

Short Description:  Set-active-date for Waitlist Persons

Long Description: Dates that persons who have requested they be placed inactive on the Wait List for a period of time wish to become active again.